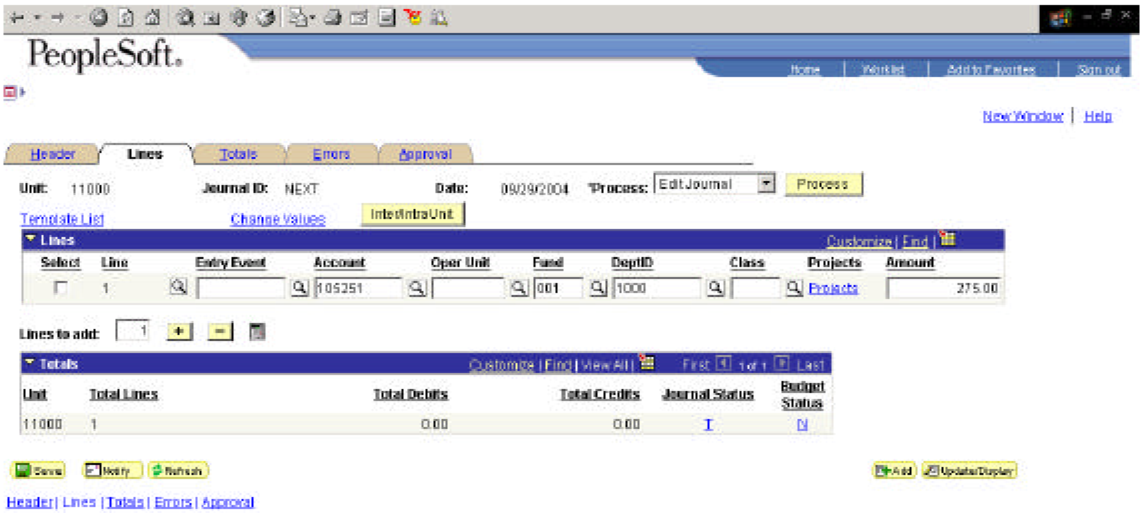
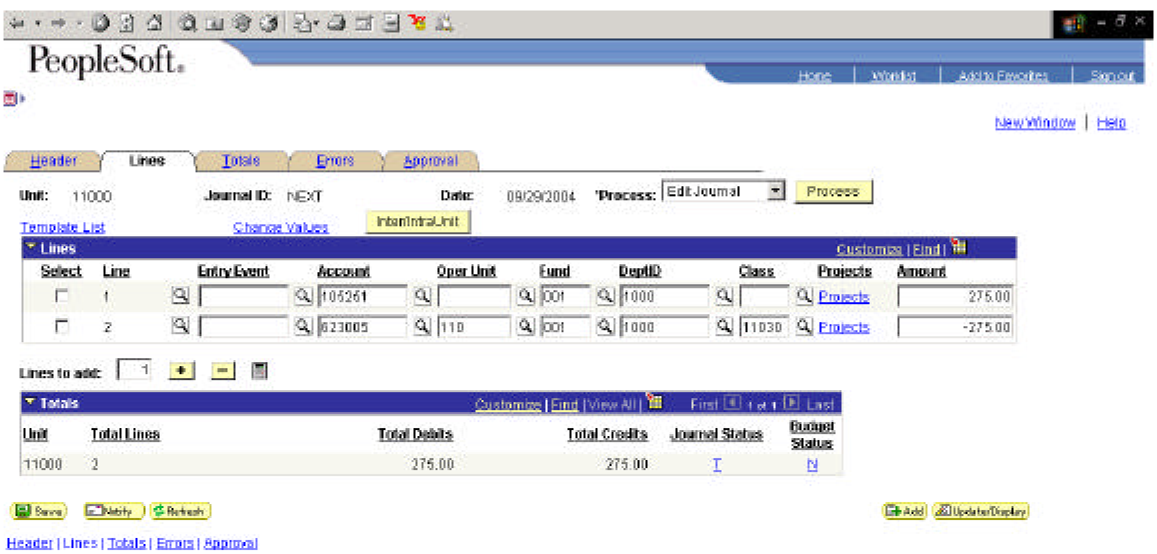
REFUNDS OF CURRENT BIENNIUM EXPENDITURES IN PEOPLESOFT DEPOSITS

For most deposit lines, agencies will be using the entry event field. However, those are only used for revenue accounts. To record a refund of an expenditure:

Leave the Entry Event field blank. Enter 105251 (Cash at BND) in the Account field. Enter Fund, DeptID and Amount. Enter any applicable project information.



Click on the  to add a row. The new row will have some fields copied down from the previous line. Enter the expenditure account for the refund in the Account field. Ensure all other fields are the same as in the first (cash) row, and that the Amount is now a negative. You **must** also enter an Operating Unit and a Class in the expenditure line.



You can add more refund rows, or revenue rows. Proceed according to the manual.